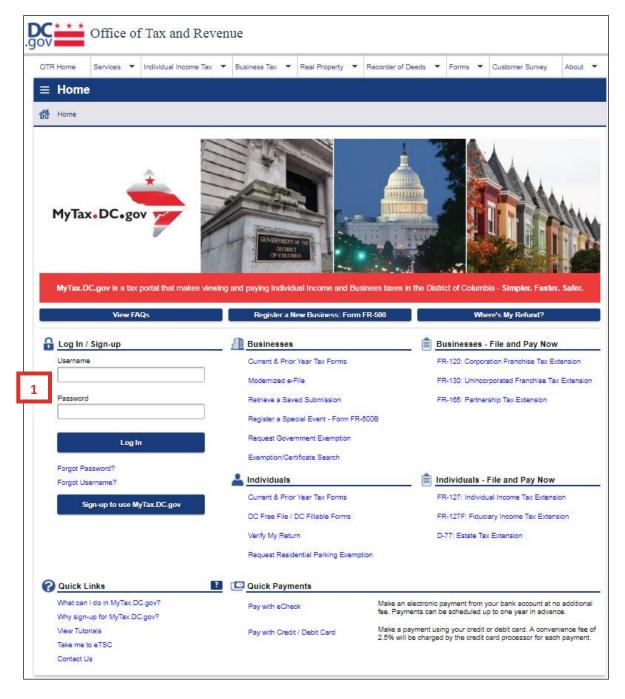


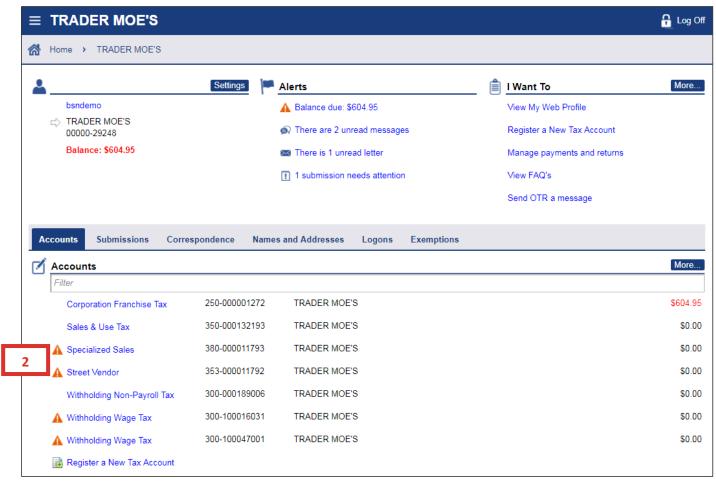
MyTax.DC.gov User Guide: How to File a Street Vendors and Mobile Food Services Tax Return (FR- 800V)

You can file your Street Vendors and Mobile Services tax return from within your <u>MyTax.DC.gov</u> account by following this step-by-step guide.

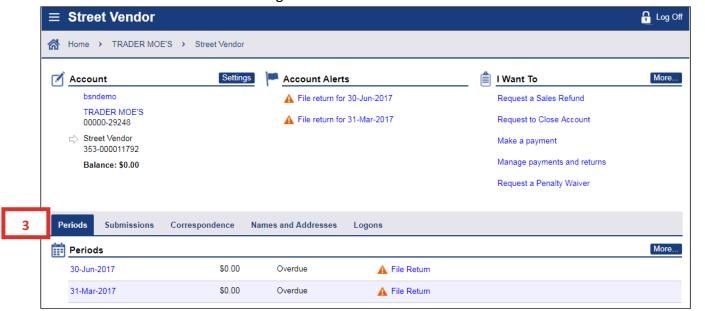


1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.



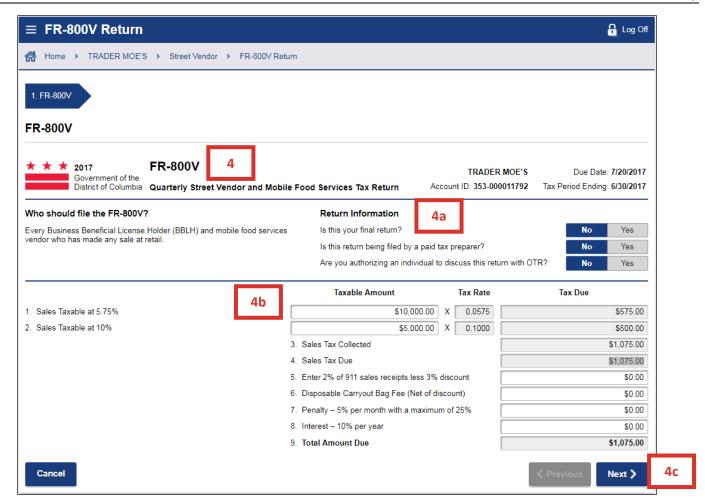


2. In the user profile, under **Accounts**, click the **Street Vendor** hyperlink. **Note:** When a return is due the account will be marked with an orange hazard icon.



3. Under the **Periods** tab, select a period that is outstanding (indicated by the hazard icon), to be directed to the details for that tax period.



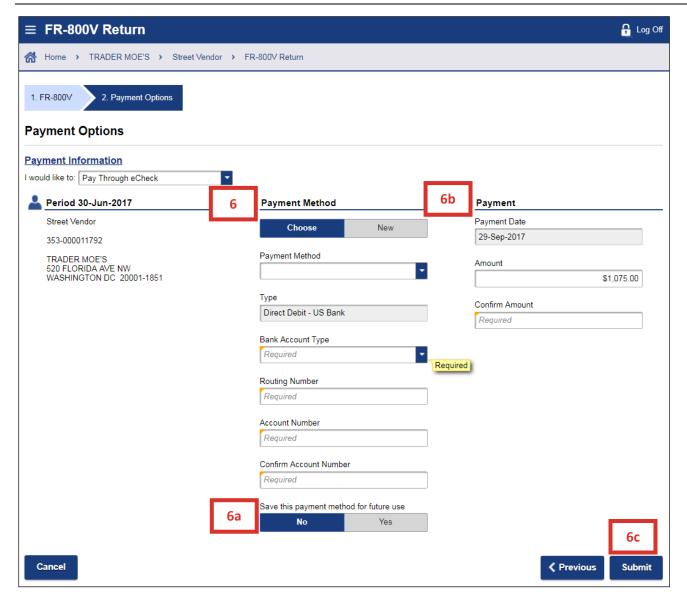


- 4. The FR-800V Quarterly Street Vendor and Mobile Food Services Tax Return will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Then, answer the **Taxable Amount** inquiries.
 - c. Click Next.



- 5. Select the appropriate **Payment Information** from the drop-down bar. You may choose **No Payment is Needed** when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay by eCheck**.
 - a. Click Submit.



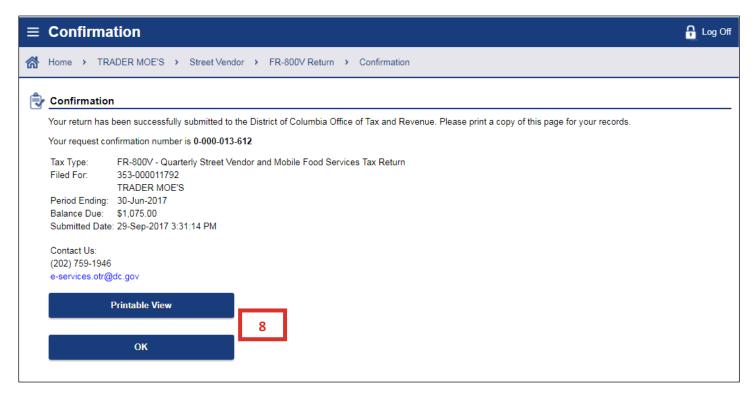


- 6. Enter your bank account information into the **PAYMENT METHOD** section including **Bank Account Type**, **Routing Number**, and **Account Number**. Confirm your **Account Number**.
 - a. If you would MyTax.DC.gov to store your bank account information, click **Yes** beneath **Save this** payment for future use. For this example, we selected **No**.
 - b. In the **PAYMENT** section, choose a **Payment Date**. When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
 - c. Click Submit.





- 7. In the **Ready to submit this return?** pop-up window, enter your <u>MyTax.DC.gov</u> Password, which will act as your electronic signature.
 - a. Click Ok.



8. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.